



### Step #1 – Photo ID

Proof of identity requirements of the Chafee Funds Program - Beyond (CFP-B)

Please email [admin@ChafeeNY.org](mailto:admin@ChafeeNY.org) for assistance

**A photo ID is required for verifying your legal name as entered on your application.**



If you do not have a photo ID, please see **Documentation Assistance** section at the end of this guide.

### Choose Your Photo Identification (ID) Document

*Your photo ID document could be one (1) of the following:*

- Driver's License (state issued photo ID)
- Learner's Permit (state issued photo ID)
- Non-Driver ID Card (state issued photo ID)
- Passport (US government issued photo ID)
- Student ID Card (school issued photo ID including date of birth)
- Tribal ID Card (tribal issued photo ID)
- Government ID Card (federal/state/county/city issued photo ID such as employment, military, citizenship, etc.)

*Acceptable ID documents must be:*

- Undamaged and unaltered
- Current and valid – Check the expiration date on your ID document

**The original document must be in your possession.** A copy of the document (photocopy or scan) cannot be accepted.

### Take a Picture of Your Photo Identification (ID) Document

You must provide a photo of your *actual physical document* (photocopies of cards and documents cannot be accepted). **The photo of your photo ID document must be a full and clear image.**

*To take an acceptable photo of your actual ID document, be sure:*

- All four corners are visible
- The area is well lit with indirect light (to avoid glare)
- The ID is on a flat, solid surface
- To use a plain, light-colored background
- Not to hold the ID in your fingers (it confuses the focusing lens)
- No filters are applied (use natural color, with no additional images)
- The final image shows all information clearly

Be sure to follow all of these program guidelines. If acceptable documents and photo images are not provided, **your application may be declined.** At any point in the application process, additional forms of ID may be requested.

### DOCUMENTATION ASSISTANCE



We understand some applicants may not be in possession of a photo ID document. In these cases, please contact [admin@ChafeeNY.org](mailto:admin@ChafeeNY.org) for information on how to obtain a foster care verification letter or refer to the guide titled “*Applicant Instructions — Foster Care Verification Letter.*”